

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name and Address): ATTORNEY FOR (Named): Insert name of court, judicial district or branch court, if any, and post office and street address: Title of case:	TELEPHONE NO.:	FOR COURT USE ONLY
SUBPENA (CRIMINAL OR JUVENILE) <input type="checkbox"/> DUCES TECUM		CASE NUMBER:

THE PEOPLE OF THE STATE OF CALIFORNIA, TO (NAME):

1. **YOU ARE ORDERED TO APPEAR AS A WITNESS** in this action at the date, time, and place shown in the box below **UNLESS** you make a special agreement with the person named in item 3:

a. Date:	Time:	<input type="checkbox"/> Dept.:	<input type="checkbox"/> Div.:	<input type="checkbox"/> Room:
b. Address:				

2. **AND YOU ARE**

- a. ☐ ordered to appear in person.
- b. ☐ not required to appear in person if you produce the records described in the accompanying affidavit and a completed declaration of custodian of records in compliance with Evidence Code sections 1560, 1561, 1562, and 1271. (1) Place a copy of the records in an envelope (or other wrapper). Enclose your original declaration with the records. Seal them. (2) Attach a copy of this subpoena to the envelope or write on the envelope the case name and number, your name and date, time, and place from item 1 (the box above). (3) Place this first envelope in an outer envelope, seal it, and mail it to the clerk of the court at the address in item 1. (4) Mail a copy of your declaration to the attorney or party shown at the top of this form.
- c. ☐ ordered to appear in person and to produce the records described in the accompanying affidavit. The **personal attendance** of the custodian or other qualified witness and the production of the original records **is required** by this subpoena. The procedure authorized by subdivision (b) of section 1560, and sections 1561 and 1562, of the Evidence Code will not be deemed sufficient compliance with this subpoena.
- d. ☐ ordered to make the **original** business records described in the accompanying affidavit available for inspection at your business address by the attorney's representative and to permit **copying** at your business address under reasonable normal business hours. conditions during normal business hours.

3. **IF YOU HAVE ANY QUESTIONS ABOUT THE TIME OR DATE FOR YOU TO APPEAR, OR IF YOU WANT TO BE CERTAIN THAT YOUR PRESENCE IS REQUIRED, CONTACT THE FOLLOWING PERSON BEFORE THE DATE ON WHICH YOU ARE TO APPEAR:**

- a. Name:
 - b. Telephone number:
4. **WITNESS FEES:** You may be entitled to witness fees, mileage, or both, in the discretion of the court. Contact the person named in item 3 **AFTER** your appearance.

DISOBEDIENCE OF THIS SUBPENA MAY BE PUNISHED BY A FINE, IMPRISONMENT, OR BOTH. A WARRANT MAY ISSUE FOR YOUR ARREST IF YOU FAIL TO APPEAR.

FOR COURT USE ONLY	Date:	<div style="text-align: center;"> (SIGNATURE OF PERSON ISSUING SUBPENA) </div> <div style="text-align: center;"> (TYPE OR PRINT NAME) </div> <div style="text-align: center;"> (TITLE) </div>
(See reverse for proof of service)		

SHORT TITLE: 	CASE NUMBER:
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PROOF OF SERVICE OF SUBPENA

1. I served this ☐ Subpena ☐ Subpena Duces Tecum and supporting affidavit by personally delivering a copy to the person served as follows:

a. Person served (*name*):

b. Address where served:

c. Date of delivery:

d. Time of delivery:

2. I received this subpoena for service on (*date*):

3. ☐ **NON-SERVICE RETURN OF SUBPENA**

a. ☐ After due search, careful inquiry, and diligent attempts at the dwelling house or usual place of abode or usual place of business, I have been unable to make personal delivery of this ☐ Subpena ☐ Subpena Duces Tecum in this county on the following persons (*specify*):

b. Reason:

(1) ☐ Unknown at address.

(2) ☐ Moved, forwarding address unknown.

(3) ☐ No such address.

(4) ☐ Out-of-county address.

(5) ☐ Unable to serve by hearing date.

(6) ☐ Other reasons (*explanation required*):

4. Person serving:

a. ☐ Not a registered California process server.

b. ☐ California sheriff, marshal, or constable.

c. ☐ Registered California process server.

d. ☐ Employee or independent contractor of a registered California process server.

e. ☐ Exempt from registration under Bus. & Prof. Code section 22350(b).

f. Name, address, and telephone number and, if applicable, county of registration and number:

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:

(For California sheriff, marshal, or constable use only)
I certify that the foregoing is true and correct.

Date:


 (SIGNATURE)


 (SIGNATURE)